

Requirement Category	Specific Item	Documentation/Proof Required	Minimum Requirement Met	🔗 Verification Status	Notes
Governance	Constitution or Bylaws Submitted	Constitution/Bylaws document	<input type="checkbox"/>		Must include dissolution of funds clause. Matches URSA Model.
Governance	Articles of Incorporation (If App.)	Official Articles of Incorporation	<input type="checkbox"/>		Only required if the club is incorporated externally.
Membership	Minimum 15 Active Members	Full Membership Roster Sheet	<input type="checkbox"/>		90% must be currently enrolled students.
Membership	Member Contact Details Provided	Roster (Name, ID, URegina Email)	<input type="checkbox"/>		Provide executive contacts. Member lists are not required for open-membership groups.
Executive	Minimum 4 Executives	Executive List Form	<input type="checkbox"/>		All executives must be current URSA members.
Executive	Executive Contact Details Provided	List (Name, Position, ID, Email)	<input type="checkbox"/>		Complete details for President, VP, Treasurer, and Secretary.
Financial	Bank Account in Group's Name	Bank Statement	<input type="checkbox"/>		Cannot be a personal or external account.
Financial	Signing Authorities Listed (2+)	Bank Documentation/Form	<input type="checkbox"/>		Two or more authorized signers must be listed.
Elections/AGM	Election/Selection Proof Submitted	AGM or Election Minutes	<input type="checkbox"/>		Minutes must clearly show how current executives were chosen.
Elections/AGM	Annual General Meeting Held (Past Yr)	AGM Minutes	<input type="checkbox"/>		Most recent AGM must be held within the last 12 months.
Group Info	Official Group Information	Group Info Submission Form	<input type="checkbox"/>		Includes official name, abbreviation, description, and logo.
Compliance	Ratified Campus Group Consent Form	Signed Consent Form	<input type="checkbox"/>		Must be signed by the executive board, ideally in person.
Compliance	No Outstanding Debts/Issues	Internal Compliance Check	<input type="checkbox"/>		Must comply with all university law and policy.
Status	Application Status	Reviewer Summary Sheet	<input type="checkbox"/>		Current state of the application process.